

MINUTES

VILLAGE OF TIJERAS COUNCIL MEETING

MONDAY, APRIL 20, 2020 AT 6:00 P.M.
COUNCIL CHAMBERS

The Village of Tijeras used a format that complies with the recent New Mexico Department of Health's public health emergency order governing mass gatherings because of COVID-19. Public in-person attendance was not allowed. Minimal Village staff were in attendance to present items and most Councilors participated by phone or video conference.

The agenda was streamlined to focus on time-sensitive matters. Members of the public interested in watching the meeting were able to view the agenda and live-stream the meeting from home via Zoom using this link and accessing the meeting for April 20:

Join Zoom Meeting

<https://zoom.us/j/97800373532?pwd=SEIzalFUYWo4M0ZWUFVaNVh0cEdSQT09>

**Please turn off cell phones
Or
Set to silent mode**

1. CALL TO ORDER

Meeting called to order at 6:00PM

Mayor Bruton announced the following procedures for the meeting:

The State of New Mexico is currently in a Public Health Emergency and as such many people are using virtual services like Zoom. Given the popularity of Zoom and the potential for their system to be overloaded, I would like to ask that should we lose our Zoom video system during the meeting everyone participating should immediately call the phone number listed in the meeting announcement and we will continue the meeting via phone conference. You will need the meeting and password listed in the meeting announce. In case you don't have that announcement, here is the meeting ID, password and numbers to call:

Meeting ID: 978 0037 3532

Password: 414491

One tap mobile

+13462487799

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL/DETERMINATION OF QUORUM**

DJ	X	FG	X	MW	X	YG	X
Quorum present		Yes	No				

4. **INTRODUCTION OF GUESTS**

Wendy Sandidge
 Phil Roberts
 Gabby Bruton
 Monica Garcia
 Josh Howard

Jay Ashbacher
 Leota Harriman
 Kevin Eades
 Larry Seebinger
 Roger Fouqua

5. **Approval of Agenda**

A C T I O N	Motion	Approve the Agenda as Presented			
	Made by:	D. Johnson	Councilor Johnson- Y	Councilor F Garcia- Y	
	Second by:	M. Wilson	Councilor Wilson- Y	Councilor Y Garcia- Y	
	Motion carried?	PASSED	FAILED		

6. **Council to review and approve previous Minutes**

A C T I O N	Motion	Approve the Council Meeting Minutes of April 6, 2020			
	Made by:	M. Wilson	Councilor Johnson-Y	Councilor F Garcia- Y	
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y	
	Motion carried?	PASSED	FAILED		

7. **CLOSED MEETING: Pursuant to Section 10-15-1 (H) (2) of the NM Open Meetings Act The Village of Tijeras Governing Body Will Convene in a Closed Session for the Discussion and Deliberation of a Limited Personnel Matter Involving the Village Clerk**

A C T I O N	Motion	Motion to Convene in Closed Session to Discuss a Limited Personnel Matter Involving the Village Clerk			
	Made by:	D. Johnson	Councilor Johnson-Y	Councilor F Garcia-Y	
	Second by:	Y. Garcia	Councilor Wilson- Y	Councilor Y Garcia- Y	
	Motion carried?	PASSED	FAILED		

8. **Meeting will Reconvene in Open Session**

Mayor Bruton announced the Governing Council met in closed session and only discussed a limited personnel matter involving the Clerk of the Village of Tijeras. No action was taken.

A C T I O N	Motion	Motion to Reconvene in Open Session		
	Made by:	M. Wilson	Councilor Johnson- Y	Councilor F Garcia-Y
	Second by:	D. Johnson	Councilor Wilson- Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

9. **Council to Consider and Possibly Approve Recommended Appointment of a Deputy Clerk**

Mayor Bruton recommended the Council approve the hiring of Hallie Brown for the position of Deputy Clerk with a starting salary of \$58K. Councilor Y. Garcia asked whether the position was advertised, how many times and if interviews were conducted. Clerk Wismer explained the job was advertised in the Albuquerque Journal for 3 successive Sundays, in the Edgewood Independent and on the Municipal League’s website. There were 3 candidates, all 3 were interviewed. Two candidates were called back for second interviews. Hallie Brown was the top candidate.

A C T I O N	Motion	Motion to Approve the Recommendation of the Mayor and hire Hallie Brown as the Village of Tijeras Deputy Clerk with a salary of \$58K		
	Made by:	D. Johnson	Councilor Johnson- Y	Councilor F Garcia-Y
	Second by:	M. Wilson	Councilor Wilson- Y	Councilor Y Garcia- Y
	Motion carried?	PASSED	FAILED	

10. **Council to Consider and Approve the Consulting Services Agreement Between COTA Holdings and the Village of Tijeras**

Mayor Bruton presented the proposal from COTA Holdings and suggested Council consider and approve Phase 1 of the proposal for strategic planning. Representatives for COTA Holdings explained their process for working with the Village staff to determine strengths, weaknesses and gaps in service delivery followed creation of a strategic roadmap for the Village.

A C T I O N	Motion	Motion to Approve Phase 1 of the Proposal form CODA Holdings for a total of \$19,950.		
	Made by:	M. Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

11. **Council to Consider and Approve the Memorandum of Understanding Between the Village of Tijeras and the Museum of the American Military Family & Learning Center**

Mayor Bruton stated he had been in discussions with the curator for the Museum of the American Military Family and Learning Center about the possibility of turning the Museum over to the Village of Tijeras at some point in the future. The Museum currently rents its space in the Village and is searching for a permanent home. Once a permanent facility can be acquired and the Museum relocated, the curator would like for the Village to take it over. The Memorandum of Understanding would allow the Village to begin discussions. Councilor Johnson stated he drafted the MOU as a framework for discussion to begin with the long-term goal of transitioning the Museum to the Village.

A C T I O N	Motion	Motion to Approve the Memorandum of Understanding Between the Village of Tijeras and the Museum of the American Military Family and Learning Center.		
	Made by:	D. Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

12. **Council to Consider and Approve the Bid Proposal for Tijeras for Upgrade of the Neptune Meter Read Software from Core and Main for \$3,202.83**

Mayor Bruton asked for Council approval to upgrade the Neptune Meter Read software, a necessary component of the water meter reading and billing software. Clerk Wismer added the fact the software had not been updated in over 10 years and it has caused compatibility issue with Quickwater, the billing software. He also informed the Council the software only resided on one computer desktop and that he recommended it be placed on a second computer to ensure redundancy.

A C T I O N	Motion	Motion to Approve the Proposal for Tijeras to Upgrade the Neptune Meter Read Software from Core & Main for \$3202.83.		
	Made by:	M. Wilson	Councilor Johnson- Y	Councilor F Garcia-Y
	Second by:	D. Johnson	Councilor Wilson- Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

13. **Council to Consider and Approve the Estimate/Quote by PDS for Migration of Laserfiche to New Server for \$1,057.18**

Mayor Bruton stated we also need to upgrade Laserfiche, the software we use for scanning and archiving legacy documents.

A C T I O N	Motion	Motion to Approve Proposal by PDS for Migration of Laserfiche to the VOT's New Server for \$1,057.18.		
	Made by:	D. Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

14. **Council to Review and Approve Financials for January and February**

Mayor Bruton asked Council to review and Approve the Financials for January and February. Councilor Wilson stated she was pleased by the responses from Finance Director Larry Seebinger. She also stated the future financial data does not need to include bank account transactions, just monthly income and loss statements, P-Card transactions and streamlined summaries that represent a snapshot of fund accounts.

A C T I O N	Motion	Motion to Approve January and February Financials.		
	Made by:	M. Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

15. **Council to Consider and Approve Budget Adjustment Requests (BARs)**

Mayor Bruton asked Council to Approve the BARs for the COTA Contract and the Purchase of the SCADA system.

Motion	Motion to Approve Budget Adjustment Requests as Listed in the Agenda.		
Made by:	M. Wilson	Councilor Johnson-Y	Councilor F Garcia-Y
Second by:	D. Johnson	Councilor Wilson-Y	Councilor Y Garcia-Y
Motion carried?	PASSED	FAILED	

16. **Council to Consider and Approve Resolution 2020-08 A Resolution by the Village of Tijeras to Adopt the New Mexico Procurement Code.**

Mayor Bruton stated the Village should formally adopt the New Mexico State Procurement Code on an annual basis or develop their own.

Motion	Motion to Approve Resolution 2020-08, A Resolution by the Village to Adopt the New Mexico State Procurement Code.		
Made by:	D. Johnson	Councilor Johnson-Y	Councilor F Garcia-Y
Second by:	F. Garcia	Councilor Wilson- Y	Councilor Y Garcia-Y
Motion carried?	PASSED	FAILED	

17. **Council to Review and Consider Additional Costs of \$89,000 Associated with the Rincon Loop Paving Project**

Mayor Bruton indicated the additional cost of \$89K for the Rincon Loop Paving Project is excessive and asked Molzen Corbin for other alternatives. Jay Ashbacher of Molzen Corbin agreed to pursue additional proposals from companies on the CES list.

Motion	Motion to Approve Solicitation of Additional Proposals for the Work on Rincon Loop.		
Made by:	M. Wilson	Councilor Johnson- Y	Councilor F Garcia-Y
Second by:	D. Johnson	Councilor Wilson- Y	Councilor Y Garcia-Y
Motion carried?	PASSED	FAILED	

18. **Council to Review and Approve Job Description Change from Administrative Assistant to Financial Administrative Assistant for VOT Employee Darlene Coleman**

Mayor Bruton asked Council to approve changing the job description for employee Darlene Coleman to Financial Administrative Assistant. Clerk Wismer stated his review indicated the biggest problem of the Village is the financial component as reflected in the most recent audit which identifies 22 material weaknesses and repeat findings. Darlene Coleman has been assigned duties as a financial administrative assistant since February 1, 2020 and has been doing an excellent job supporting Finance Director Larry Seebinger. Clerk Wismer also requested Council approve a pay raise from \$15.70 per hour to \$16.75 per hour.

Motion	Motion to Approve Job Description Change from Administrative Assistant to Financial Administrative Assistant for VOT Employee Darlene Coleman.		
Made by:	M. Wilson	Councilor Johnson- Y	Councilor F Garcia-Y
Second by:	D. Johnson	Councilor Wilson- Y	Councilor Y Garcia-Y
Motion carried?	PASSED	FAILED	

19. **Public Comments**

The Village encourages public comment via email at clerk@villageoftijeras.com. Citizens are asked to type PUBLIC COMMENT in the subject line of the email. Within the body of the email, individuals should include a name, address, whether the comment pertains to a specific item on the agenda, and the comment.

Public comments about items will be accepted prior to the meeting, to be read into the meeting at the appropriate time. In addition, the email address will be monitored during the meeting for comments to be received during the live proceedings and read into the record when the Mayor calls for public comment.

Clerk Wismer stated he had not received any emails for public comment.

20. **Updates**

Mayor Bruton noted the Fire Department update in the agenda package.

21. **Time and Place of Next Meetings**

DUE TO PUBLIC HEALTH STATE OF EMERGENCY DECLARED BY GOVERNOR LUJAN GRISHAM, PUBLIC MEETINGS ARE CANCELLED UNTIL FUTHER NOTICE. PLEASE CHECK WITH OFFICE WEBSITE AT TIJERASN.M.ORG OR CALL 281-1220 FOR UPDATES

ADJOURNMENT

The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who is in need of an amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 505-281-1220 at least three (3) days prior to the meeting.

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (5) discussion of bargaining strategy preliminary to collective bargaining negotiations; (7) attorney-client privilege pertaining to threatening or pending litigation in which the public is or may become a participant; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body. Speakers limited to 2 minutes.